

**Student/Parent Handbook
2023-2024**



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Havelock, North Carolina 28532
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Table of Contents

| | |
|-----------------------------------------------------------|----|
| Who to Ask? | 2 |
| Principal's Message | 6 |
| Vision, Mission, Core Values, Daily Schedule | 7 |
| Visitors, Arrivals & Departures, Attendance | 8 |
| Tardiness, Phone & Address changes | 9 |
| Student Health | 10 |
| Sending Money & Other Items to School | 11 |
| Progress Reports, Report Cards | 11 |
| Awards, Promotion, Homework, Conferences | 12 |
| Bad Weather, Cafeteria, Dress Code | 13 |
| Bus Information | 14 |
| Guidance, Discipline | 15 |
| PBIX Matrix | 17 |
| Media & Technology | 18 |
| HUG, Field Trips | 18 |
| School Safety | 19 |
| Title 1, Parent Resource Center, Impact Aid/Federal Cards | 20 |
| Craven County Schools Academic Calendar | 21 |

Who to Ask?

Oftentimes students, parents, or guardians may have questions about the logistics and operations of the school and they do not know who to ask. The following information shows who in the school is responsible for which areas of operation.

| Principal Mrs. Christy Hazlett | Assistant Principal Mrs. Logan Meeks |
|----------------------------------------------------------------|------------------------------------------------------------------|
| Attendance (Faculty and Students) | Bus Information |
| Curriculum | Discipline |
| Data Analysis | Duty Schedules |
| Discipline & Appeals | Field Trip Coordinator |
| Facilities & Rentals | Frontline - Professional Learning & Teacher CEUs |
| Handbooks (Faculty and Student) | Handbooks (Faculty and Student) |
| Blackboard Alert System | Safety Coordinator |
| In-School / Out-of-School Suspensions | School Calendar and Website |
| PBIS Coordinator | School Improvement Team |
| School Improvement Team and School Improvement Plan | Teacher & Staff Evaluations |
| School Calendar and Website | Testing and Accountability - WIDA, NC Check-Ins, EOGs |
| Strategic Planning | Other duties as assigned by the Principal |
| Teacher Certification | |
| Teacher & Staff Evaluations | |
| Teacher retention | |

| | | | |
|--------------------------------------------|----------------------------------------------|-------------------------------------------------|-------------------------------------------------------------|
| School Counselor Mrs. Anne Ormond | MTSS Interventionist - Mrs. Megan Griffin | Data Manager Mrs. Glenda Hopkins | Bookkeeper Mrs. Lesa Frazier |
| 504s | Aimsweb and mClass | Assist with main office | Assist with main office |
| Attendance Letters | Core Analysis Meetings | Attendance (Students) | Attendance (Staff) |
| Character Education | Data Analysis | Enrollment, Withdrawal - Student Records | Keys |
| Classroom Guidance | MTSS Administrator | McKinney-Vento | Money/Receipts |
| Individual and Group Student Counseling | Testing and Accountability - Back-Up | Parent Portal | Payroll |
| McKinney-Vento | | PowerSchool | Purchase Orders |
| PBIS Manager | | Report Cards | Substitutes (Work no more than 16 days in a month) |
| School Safety Coordinator Back-Up | | Student information | Time Sheets |
| | | Other duties as assigned by the principal | Other duties as assigned by the principal |

ECP and Pre-K

| | |
|-------------------------|-------------|
| David Gahagen | EC Resource |
| Meredith Ilchert-Mateja | Teacher |

| | |
|-------------------------------------------------|--------------------|
| Michelle Smith, Jaye Degree, Christianna Castro | Teacher Assistants |
| MaKayla Yables | Teacher |
| Christine Kinder, Laura Scott, Leah Knaggs | Teacher Assistants |
| Val Almendarez | Teacher |
| Jessica Stowe, Chelsea Thomas, Sharena Robinson | Teacher Assistants |
| Bethanie Alexander | Teacher |
| Valerie Howell, Taquita Cox | Teacher Assistants |

Kindergarten

| | |
|------------------|-------------------|
| Cindy Scott-Heim | Teacher |
| Lauren Foxwelll | Teacher |
| Kim Henderson | Teacher Assistant |

First Grade

| | |
|-----------------|-------------------|
| Bonnie Gahagen | Teacher |
| Tracie Atkinson | Teacher |
| Mary Pearsall | Teacher |
| Vacant | Teacher Assistant |

Second Grade

| | |
|---------------------|-------------------|
| Angela Baker | Teacher |
| Lindsey Cornwell | Teacher |
| Veronica Montgomery | Teacher Assistant |

Third Grade

| | |
|----------------|---------|
| Dakotah Bowman | Teacher |
| Kendall Large | Teacher |

| | |
|---------------------|-------------------|
| Nicole Sutton | Teacher |
| Veronica Montgomery | Teacher Assistant |

Fourth and Fifth Grade

| | |
|-----------------|-------------------------------|
| Melissa Coffey | ELA Teacher (4th and 5th) |
| Jade McCoy | Math Teacher (4th and 5th) |
| Kauri Rudych | Science Teacher (4th and 5th) |
| Krista Woodward | Teacher Assistant |

Resource and Student Support

| | |
|-----------------|----------------------|
| Kellie Bamford | Media Coordinator |
| Ashley Brewster | Art Teacher |
| Alex Gourlay | P. E. Teacher |
| Megan Griffin | MTSS Interventionist |
| Anne Ormond | Counselor |
| Brian Raynor | Music Teacher |
| Krista Woodward | STEM Teacher |

Dear Eagles Students and Families,

Welcome to another exciting year at Havelock Elementary! We are thrilled to have you as part of our Eagle PRIDE Family. Whether you are returning students or newcomers, we are united by a common goal: to foster a nurturing and enriching environment that empowers each individual to achieve their fullest potential.

At Havelock Elementary, we believe that education is a lifelong journey filled with endless possibilities. Our dedicated faculty and staff are committed to providing you with a well-rounded and rigorous education that not only challenges you academically, but also nurtures your personal growth, creativity, and critical thinking skills. As we start this new school year together, I encourage you to embrace new experiences, engage in your lessons, and take ownership of your learning.

Our school is not just a place of academics; it is a community that values diversity, inclusivity, and respect for one another. We celebrate the unique backgrounds, talents, and perspectives that each of you brings to our campus. By working collaboratively and showing kindness and empathy, we can create a positive and supportive environment where everyone feels valued and empowered.

As we prepare for the upcoming school year, communication between the school and our families will be vital. We encourage you to stay connected through our school website, social media outlets, parent-teacher conferences, and other avenues. Your involvement and engagement in your child's education make a significant impact on their success.

I look forward to getting to know each and every one of you as we embark on this journey of growth and discovery together. Let's make this year one of inspiration, learning, and accomplishment. Remember, each day is a chance to learn, to improve, and to make a positive difference in our community.

Thank you for entrusting us with your education. Here's to an exceptional year ahead!

Warmest regards,

Christy Hazlett

Principal, Havelock Elementary School

Vision

Our vision is to provide enriching experiences within a nurturing and positive environment, shaping young minds into well-rounded, confident, responsible, and respectful citizens.

Mission

Through strong partnerships with our families and community, we will create a united support system that nurtures the growth of each student. Together, we will guide our students toward becoming compassionate, innovative, and engaged citizens, equipped with the skills and values to positively impact the world.

Core Values

At HES, we believe the work we do each day shapes the lives of our students and the future of our country. We believe we have the power to preserve the values our forefathers intended for public education. These values are:

- academic knowledge
- good character
- entrepreneurship
- equality
- empathy for others
- the ability to maintain a productive and successful country

Daily Schedule

- 7:30 Carpool students may arrive (Do not drop off your children prior to this time, as there is no supervision). Breakfast will be grab-and-go in the cafeteria.
- 8:00 Tardy bell rings: All students are in the classroom, seated, and prepared for the following: roll call, Pledge of Allegiance, morning announcements, and the start of the instructional day. Students who arrive after 8:00 must have their parents or guardians sign them in at the front office. Failure to do so could result in your child being marked absent.
- 11:00 Lunch begins (contact your child's teacher for a specific time - 11:00 - 12:45 and is broken down by grade levels). Parents or guardians of Havelock Elementary students are welcome to have lunch in our cafeteria. Please make sure you check into the front office to obtain a visitor's pass prior to going to any location in the building.
- 1:00 Transportation changes need to be finalized.
- 3:00 Dismissal bell rings for grades K-5 carpool, bus & daycare van dismissal.

To protect the instructional day and the safety of our students as we near dismissal each day. No student will be dismissed between 2:30 and 3:00. Thank you for your cooperation!

Visitors to Campus

Everyone visiting our school must use the front entrance. Office hours are from 7:30 am to 5:00 pm during school days. Visitors must report to the office, present a photo ID, and sign in at the front counter. A pass will then be issued alerting our staff that you are an approved visitor. Any and ALL visitors not wearing a visitor's tag will be asked to return to the office. All guardians are welcome and encouraged to visit our school during lunch. Visitors wishing to go to the classroom or any location other than the cafeteria during the instructional day must be approved volunteers and must have the visit pre-approved. Impromptu parent/teacher conferences during the instructional day are not permitted. The principal reserves the right to deny access to any visitor interfering with school processes.

Tobacco Free School Policy

Refer to Craven County School Student Policies and Regulation Manual, policy number 5026/7250.

Arrival and Departure

All guardians and visitors must use the front entrance of the building. Cars should follow the traffic path in front of the school. Do not pass in the carpool line unless instructed to do so by a staff member. Remember to use a safe speed in the parking lot and be aware of walkers and bicycle riders. Please refrain from using cell phones during designated carpool times. For the safety and protection of all our children, traffic violators may be reported to law enforcement.

Students arriving/departing school via carpool must be unloaded or loaded in the carpool zone. Parking will not be permitted during the morning car arrival time, 7:30-8:00 and departure time 3:00-3:15. Car arrivals will begin unloading at 7:30 for breakfast and class. Students should not be dropped off prior to this time. Afternoon car dismissal for all students begins at 3:00. It is imperative that all car arrivals and departures adhere to the above guidelines for the safety of the children and staff on duty.

The first week of school will be an exception to this policy for the morning drop-off. After a student's first 4 days of school, they will walk to their classroom unescorted by their family or friends of the family. This will build independence as they learn to navigate their way through the halls of the school. Staff and student ambassadors/safety patrol will be on duty in the halls from 7:30 – 8:00 am to assist if needed.

Attendance

Regular attendance directly affects school performance. Our children rely on you, their parents or guardians, to ensure they are in school and arrive on time. Students must remain in school until 11:30 to be considered present for the day. It is the student's responsibility to make up all assignments he/she may have missed due to an absence from school. Students are required to bring a note from their parent/guardian stating the reason they are absent from school within three

days of their return to school. Failure to bring a note will cause the absence to be documented as unexcused. Medical notes may be required/requested by the school administration.

Refer to Craven County School Student Policies and Regulation Manual for additional information regarding the Attendance Policy number 4400.

Perfect Attendance

Per Craven County Schools Policy: Perfect attendance is defined as a student being present each day enrolled in a school with no absences, no tardies, and no early checkouts.

Tardiness

If a student arrives after 8:00 am (tardy bell), he/she must report to the office for a tardy slip. (The parent/guardian must accompany the child to the office and sign them in.) Failure to sign your child in when tardy could result in inaccurate attendance and/or could become a safety concern.

Students Leaving During the School Day

Students will not be permitted to leave school at any time during the day unless accompanied by a parent/guardian. Parents or guardians who pick up their children during the school day are required to sign them out in the main office. No student will be called from the classroom between 2:30 p.m. and 3:00 p.m. to leave early except for a doctor's appointment. We encourage you to schedule your child's doctor and dental appointments around school hours. For your child's safety, please notify the office and the classroom teacher of any special conditions concerning the release of your child.

Address or Phone Number Changes

The school must be notified of any changes in your address or phone number as soon as possible. This includes changes in work phone numbers and phone numbers of emergency caregivers whom you authorize. For the health and safety of your child, we are required to have current, up-to-date contact information.

Child Custody

If there are special custody agreements for a child, the parents should provide a copy of the custody papers to the child's teacher and the school office. Otherwise, the school considers both parents to have equal access to children.

Withdrawal of Students

If you are withdrawing your child from Havelock Elementary, please notify the teacher and school office a few days prior to the withdrawal date. Students must not owe any money (i.e. lunchroom, library fines, pictures, etc.) and all books must be returned before withdrawals/transfers can be completed.

Health Assessment

All students entering Kindergarten or First Grade for the first time must be in compliance with North Carolina Health Assessment requirements (G.S. 130-440; every child in this state entering kindergarten or first Grade in the public schools shall receive a health assessment. The health assessment shall be made no more than twelve months prior to the date of school entry). A health assessment is required for any student entering North Carolina Schools for the first time. Students not in compliance will not be allowed to attend school until proof of compliance is received by the school.

Immunizations

All students must be in compliance with North Carolina Immunization Law (G.S. 130A-152) within thirty days after enrollment in school. Any student not in compliance after thirty days will be suspended until proof of immunizations is received in the school.

Illness

The school nurse is here each day. The school nurse or secretary will notify you by phone when your child becomes ill at school and needs to go home. Children with a temperature of 100 degrees or above, diarrhea, vomiting, or red watery eyes with drainage will be sent home. Children should be kept home when the following symptoms are present: fever, diarrhea, nausea, vomiting, red watery eyes with drainage, severe headache, undiagnosed rash, and/or any doctor's recommendation. Students may not return to school until they have been symptom-free for a minimum of 24 hours.

Medication

We encourage the administration of necessary medicine (prescription and over-the-counter medications including cough drops) before and after school whenever possible. However, if your child needs medication to be administered at school, a physician authorization form must be completed by the doctor and be on file with the school nurse (forms are available in the office). The office must have the original medication bottle with the recommended dosage. Parents or guardians must bring the medication to the school nurse in person. Students are not allowed to transport medications. Any time the medication dosage or time of administration needs to be adjusted, a new form must be completed prior to any changes. School personnel will give no medication until the above requirements are met. This is to protect your child from injuries.

Head Lice

Any student suspected of having head lice as evidenced by visual assessment of live lice, verbal statements of having lice, and/or complaints of itching, tingling, or feeling something crawling on the scalp should be referred to the school nurse or trained personnel. The school nurse or trained personnel will perform a thorough examination of the scalp for lice. If lice are present (nits or live lice), then the parents or guardians will be made aware. The student is not to be sent home early from school or excluded from the classroom; however, education will be provided to the student and staff to limit head-to-head contact and prevent sharing of headwear or sports headgear until treatment is provided. The student will be allowed to return to school once treatment has been provided and parents or guardians have provided proof of treatment with a box top from medication, notes from the provider, etc. The student is not to ride the bus on the day of return. The parent/guardian must wait with the student while an inspection of the scalp is performed by the

school nurse or trained staff. The protection of the student's privacy is strongly encouraged. Mass screenings will not routinely be performed unless deemed necessary in a given situation by the school nurse. Instead, all possible contacts with the student will be screened and the circle of students screened will be enlarged based on the findings.

All staff are responsible for reporting suspected head lice infestation to the school nurse or designated staff and are encouraged to do so in a discreet manner.

Checks

Craven County Schools has partnered with an outside vendor regarding the processing of checks that are written to Havelock Elementary School or Craven County Schools. As per the agreement, it states:

We gladly accept your checks. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee as indicated below (plus a bank fee charged to the merchant, if allowed by your state law) through electronic fund transfer from your account if your payment is returned unpaid (For NC, the fee is \$25.00). Please include the following information on your check: Driver's License #, Full name, Street address, and phone number.

Money and Personal Items

Students should not bring money to school unless it is needed as part of the school program (examples: extra lunch items, field trips, pictures, or fundraiser money). Extra money should not be brought to school due to the possibility of either theft or loss.

No items, such as blankets, pillows, robes, toys, dolls, games, small electronic equipment, fidget spinners, etc. should be brought to school. These items may be confiscated if brought to school and any retained items will need to be picked up by the student's guardian. After June 5, 2024, any items that have not been picked up will be the property of Havelock Elementary and will be disposed of properly.

Candy and gum are not permitted at school. If a class has a scheduled snack time, nutritious snacks may be brought from home.

Special Deliveries

Students are not allowed to receive special deliveries at school on any day.

Progress Reports/Report Cards

Progress reports will be sent home on the following dates:

September 22, 2023
November 21, 2023
February 12, 2024
May 1, 2024

Report cards will be sent home on the following dates:

October 27, 2023

January 11, 2024

March 26, 2024

June 5, 2024

Students must not owe any money (i.e. library fines, pictures, etc.) and all books must be returned before the final report card will be released.

Principal's List and Honor Roll

Students in grades 3-5 at Havelock Elementary School will be listed on the Principal's List if their average is 90 or above in each subject area. Students will be listed on the Honor Roll if their average is 80 or above in each subject area. There should be nothing less than satisfactory for conduct on the report card. In order for a student to be recognized for the yearly Principal's List or yearly Honor Roll they must meet the above-mentioned guidelines for each marking period and have not received any school suspensions for the entire year.

Promotion Requirements

Students must meet local standard requirements for promotion. For additional information, please refer to Craven County Schools Student Policies - Policy 3420 Student Promotion and Accountability.

Homework

Please refer to the Craven County School Student Policies - Policy 3135.

For the 2023-2024 school year, all Havelock Elementary Students will be participating in a school-wide reading initiative. This will serve as the primary source of homework for our school year. The reading initiative will provide students with a grade-level appropriate book along with comprehension questions for families to complete together. Once the student completes their book, they will return it to their teacher for a new book. All books are the property of Havelock Elementary School and must be returned. This program will begin in October 2023.

Additional opportunities may be provided for our students if their teacher feels additional support or enrichment is needed.

Conferences

Guardians are encouraged to consult regularly with their child's teacher in an effort to maintain a positive working relationship between the child, the home, and the school. Conference appointments with teachers should be arranged in advance with the teacher. Conferences can be scheduled by sending a note to the teacher, emailing the teacher, or calling the front office (252-444-5106). Please make an effort to keep the appointment. Should you not be unable to attend, notify the office, or send a note to your child's teacher. Conferences will not be allowed during your child's classroom instructional hours.

Bad Weather Procedures

During the school year, bad weather conditions may threaten the area and it may be necessary to close or delay the opening of school. Please tune in to your local TV or social media for details. If the weather becomes severe during the school day, the school may be required to dismiss early. The school and the school district will send out a Blackboard message to all families. If there is a two-hour delay in school, buses will run approximately two hours later. No breakfast will be served on these days.

Cafeteria

Students' breakfast and lunch will be free for the 2023-24 school year.

If a student is allergic to certain foods or requires a special diet, a doctor's note along with a written request from the parent/guardian must be provided for the lunchroom manager. A copy of the request must be on file in the office.

Students are to be on good behavior while eating in the cafeteria. We expect our cafeteria to be a reflection of mealtimes and courtesies taught and practiced at home. Students should display polite manners, use inside voices, and follow the cafeteria rules.

We have a special table for visitors to enjoy lunch with their children. Other students cannot sit with visitors and their families, this is a special time for you to spend with your child.

Dress and Appearance

Refer to Craven County Schools Student Policy Manual policy number 4309-R section D

Students are responsible for using sound judgment in dress, grooming, and personal hygiene so that health and safety problems are not created and the educational process is not materially or substantially disrupted. The principal has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive, unsafe, or otherwise inappropriate. Example: Appropriate footwear is required at all times for safety reasons. All school staff shall abide by and strictly enforce all student dress code requirements. Faculty and staff are not required to wear school uniforms.

Therefore, the following is included:

- The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops allowed.
- Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight-fitting clothes, revealing dresses, or other revealing attire (i.e., exposing the cleavage) are not acceptable.
- Dresses, skirts, or shorts cannot be shorter than mid-thigh.
- Pants and shorts must be worn at the waistline. No underwear shall be revealed.
- Headgear, hats, do-rags, or sunglasses are not to be worn in the building except for medical and/or safety reasons.

- Clothing, jewelry, or buttons with letters, initials, symbols, or wording that is obscene, alcohol or drug-related, offensive, inflammatory, detrimental to the instructional process or otherwise inappropriate are not allowed.
- No clothing that displays or promotes drug, alcohol, sex, or violent behavior is permitted.
- No gang-related clothing, including long shirts/jerseys, baggy pants, trench coats, accessories, or symbols as identified by local law enforcement agencies will be allowed.
- No bedroom slippers or sleepwear are to be worn unless permitted by the school principal.
- Close-toed shoes are required during physical education and in schools with a uniform policy.

Improperly dressed students will not be allowed to attend class until they have changed into an appropriate outfit. If students cannot obtain proper clothing, they will go to an alternative learning classroom. Any classes missed will count as unexcused absences. The third offense of improper clothing will be considered insubordination and an additional consequence will be imposed including, but not limited to in-school or out-of-school suspension.

Spirit Day attire may cause exceptions.

School Bus Services and Transportation

School transportation refers to school buses, activity buses, chartered buses, and any other type of transportation provided by the authority of the Craven County Board of Education. Riding the school bus is a privilege extended to students that can be taken away if rules are violated. All students being transported are under the authority of the bus driver and must obey his/her request. If your child is to go home any other way than what is originally planned with you and your child's teacher, a written note must be provided and approved by the Assistant Principal. The Parent/guardian may send an email to our Assistant Principal, Mrs. Logan Meeks (alexandra.meeks@cravenk12.org), and/or our Bookkeeper, Mrs. Lesa Frazier (lesa.frazier@cravenk12.org) by 1:00 pm. Without prior approval, this will not be permitted. A parent or guardian may also fax a signed note by 1:00 p.m. asking for a change in transportation but must call our office to let us know that the fax has been sent. Our school's fax number is 252-444-5109.

School Bus Conduct

Bus transportation of our students is the daily responsibility of our bus drivers. The appropriate behavior and respect for school bus regulations is the responsibility of each student that rides a bus. Parents or Guardians are not allowed to board any school bus or approach the driver during operation. Please call the school office to schedule a conference with your child's bus driver during school hours. A video camera may be used to observe student behavior and approaching vehicles. Therefore, your child may be videotaped.

Bus Rules and Expectations:

- Be at your bus stop on time. Do not delay the bus.
- No food, drinks, or gum
- Do not put any objects out the bus windows, including hands, feet, etc.
- Keep aisles free from books, book bags, hands, and feet
- Use an inside voice, no loud talking or inappropriate language (the driver decides what is too loud)

- Stay in your seat until the bus comes to a complete stop. Only at your stop should you get up from your seat. Students are not allowed to switch seats during the operation of the bus or at any time without the driver's permission.
- All school rules apply on the bus and at the bus stop

The driver reserves the right to add to this list as they see fit to ensure the safety of the bus. Our drivers are available for scheduled conferences by calling the school office at 252-444-5106. School bus transportation has only one purpose, to transport our children safely to and from school. Please do not ask the driver to make any compromises on what he/she believes will jeopardize our students' safety. Bus stops are not determined by the driver and therefore are not within their control. If you have a bus stop appeal, you may contact Craven County Schools transportation department for information on the appeals process.

Guidance Services

Providing guidance services to students is a shared responsibility between the teacher and the counselor. Our guidance counselor is available to assist students, parents, guardians, and teachers with educational and school-related personal matters. The counselor provides every student with the opportunity to focus on self-understanding and personal development. Sessions can be held individually or with a group. Please feel free to contact our guidance counselor, Mrs. Anne Ormond, at (252) 444-5106.

Reporting Child Abuse and Neglect

Any school employee suspecting child abuse or neglect of any student shall report such to the principal/designee who will notify the director of Social Services. Legal reference: NC Gen. Stat. 115c-400.

Discipline

Behavior management in our classrooms has always been viewed as an integral part of child development. We, at Havelock Elementary School, believe that a cooperative effort among students, parents, guardians, and teachers is necessary to develop a desired learning environment in the classroom. Your assistance and understanding in helping us create this acceptable learning environment are imperative. Your child's teacher will develop a discipline plan for their classroom. The plan will be discussed with her/his class and a copy of the rules and consequences will be sent home so that you may discuss the plan with your child.

We implement a Positive Behavior Intervention Support (PBIS) system at HES. Through the use of a rubric, expected behaviors will be taught, monitored, and rewarded. (see section PBIS)

Out-of-School Suspension

The Principal, Assistant Principal, or their designee are the only school personnel at Havelock Elementary School who may authorize an out-of-school suspension. The Craven County Code of Conduct will be followed in determining suspension and its duration. Please read this information with your child. See the Craven County Schools code of conduct graphic on page 16 in this manual. Students serving an out-of-school suspension will not be permitted to attend or participate in any

functions or events (during the day, after school, or on field trips) through the duration of their suspension.

Craven County Schools Code of Conduct

| LEVEL 1 INFRACTIONS | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------|---------------------------------|
| <ul style="list-style-type: none"> • Dress Code • Disruption • Electronic Devices • Inappropriate Language / Profanity • Insubordination • Plagiarism/Cheating/Falsification • Skipping Class • Tardies • Unacceptable Use of Technology | | | | |
| Grade | 1 st Office Referral | 2 nd Office Referral | 3 rd Office Referral | 4 th Office Referral |
| K-2 | Up to Parent Conference | Up to In Office Time Out | Up to 1 day OSS | Up to 2 days OSS |
| 3-5 | Up to In Office Time Out | Up to 1 day ISS if available or Extended Office Time Out | Up to 1 day OSS | Up to 3 days OSS |
| 6-8 | Up to 1 day ISS | Up to 3 days ISS | Up to 1 day OSS | Up to 3 days OSS |
| 9-13 | Up to 3 days of lunch detention or up to 1 day ISS (if available) | Up to 5 days of lunch detention or up to 3 days ISS (if available) | Up to 3 days OSS | Up to 5 days OSS |
| LEVEL 2 INFRACTIONS | | | | |
| <ul style="list-style-type: none"> • Aggressive Behavior (non-physical) • Damage to Property • Disrespect to Faculty/Staff • Bullying • Trespassing • Leaving Campus without Permission • Theft and/or Knowingly Possessing Stolen Property • Tobacco Products, E-Cigs/Vapes | | | | |
| Grade | 1 st Office Referral | 2 nd Office Referral | 3 rd Office Referral | 4 th Office Referral |
| K-2 | Up to In Office Time Out | Up to 2 days OSS | Up to 3 days OSS | Up to 5 days OSS |
| 3-5 | Up to 1 day ISS if available or Extended Office Time Out | Up to 3 days OSS | Up to 5 days OSS | Up to 10 days OSS |
| 6-8 | Up to 3 days OSS | Up to 5 days OSS | Up to 5 days OSS | Up to 10 days OSS |
| 9-13 | Up to 3 days OSS | Up to 5 days OSS | Up to 5 days OSS | Up to 10 days OSS |
| LEVEL 3 INFRACTIONS | | | | |
| <ul style="list-style-type: none"> • Aggressive Behavior (physical and/or disruptive) • Gang-related Activity • Assault (with or without injury/weapon) • Bomb Threat • Bullying • Fighting • Fire/Arson • Alcohol/Drugs • Possession of Incendiary Devices • Robbery • Sexual Harassment • Weapon Possession • False Alarm (setting off alarm) | | | | |
| Grade | 1 st Office Referral | 2 nd Office Referral | 3 rd Office Referral | 4 th Office Referral |
| K-2 | Up to 5 days OSS | Up to 5 days OSS | Up to 5 days OSS | Up to 5 days OSS |
| 3-5 | Up to 10 days OSS | Up to 10 days OSS | Up to 10 days OSS | Up to 10 days OSS |
| 6-8 | Up to 10 days OSS | Up to 10 days OSS | Up to 10 days OSS | Up to 10 days OSS |
| 9-13 | Up to 10 days OSS | Up to 10 days OSS | Up to 10 days OSS | Up to 10 days OSS |

Please review the Eagle PRIDE PBIS Matrix with your child.

EAGLE PRIDE

Positive, Respectful, Integrity, Determined, and Engaged



HES EAGLE PRIDE BEHAVIOR MATRIX

| | CLASSROOM | HALLWAY | RESTROOM | CAFETERIA | PLAYGROUND | BUS |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P POSITIVE | <ul style="list-style-type: none"> Show a good attitude. Be kind to others. Show good manners. Include others who do not have a partner. | <ul style="list-style-type: none"> Use kind words to others. Walk with a smile. Use good manners, such as excuse me, please, thank you, or you're welcome. | <ul style="list-style-type: none"> Wait patiently for your turn in the hallway. | <ul style="list-style-type: none"> Use good manners, such as excuse me, please, thank you, or you're welcome. Move quietly and stay in your place in a straight line. | <ul style="list-style-type: none"> Use kind words to others. Use good manners, such as excuse me, please, thank you, or you're welcome. | <ul style="list-style-type: none"> Use kind words to others. Greet your driver. Use good manners, such as excuse me, please, thank you, or you're welcome. |
| R RESPECTFUL | <ul style="list-style-type: none"> Listen to the speaker. Take turns. Keep your area clean and organized. Say only kind words to others. | <ul style="list-style-type: none"> Move quietly in the hallway. Walk on the right side of the hallway in a straight line. Listen to instructions. | <ul style="list-style-type: none"> Use restroom equipment appropriately. Keep hands, feet, and objects to yourself. | <ul style="list-style-type: none"> Only touch your food and your personal belongings. Follow the instructions of your teachers. | <ul style="list-style-type: none"> Listen to your teacher for the time to come inside. Keep hands, feet, and objects to yourself. | <ul style="list-style-type: none"> Move quietly to your assigned seat. Listen to instructions. Keep hands, feet, and objects to yourself. |
| I INTEGRITY | <ul style="list-style-type: none"> Complete all assignments. Be honest and complete your own work. Use technology appropriately. | <ul style="list-style-type: none"> Clean up behind yourself and help others if needed. When looking at artwork or bulletin boards, please do not touch them. | <ul style="list-style-type: none"> Clean up behind yourself and ask for help if needed. When in the restroom, do not write or color on the walls. | <ul style="list-style-type: none"> Help keep others safe by not sharing food. Clean up behind yourself and ask for help if needed. | <ul style="list-style-type: none"> Be a kind friend by including others. Leave the playground areas clean and in great shape. | <ul style="list-style-type: none"> Let your bus driver know if there is an issue on the bus or at your bus stop. Keep your area clean and ask for help if needed. |
| D DETERMINED | <ul style="list-style-type: none"> Always try your best. Ask for help when you need it. Set high goals for academics and behavior. | <ul style="list-style-type: none"> Walk with a purpose. Only visit your assigned or designated area. | <ul style="list-style-type: none"> Use the restroom quickly and quietly. Wash your hands appropriately before leaving the restroom and put paper towels in the trash can. | <ul style="list-style-type: none"> Sit in your designated or assigned lunch area. Make sure any garbage you have goes in the trash can appropriately. | <ul style="list-style-type: none"> Play outdoor games appropriately. Find an adult if you think there is a problem and let them handle the situation. | <ul style="list-style-type: none"> Stay seated in your assigned seat until it is time to get off at your stop. Keep aisles clean and clear (no body parts in the aisle). |
| E ENGAGED | <ul style="list-style-type: none"> Participate in class discussions. Follow the lesson with the teacher. Work well with others when doing group work. | <ul style="list-style-type: none"> Focus on your teacher or another adult for directions. When with your class, walk at an appropriate pace in a straight line. | <ul style="list-style-type: none"> Focus on your teacher or another adult for directions. When with your class, walk at an appropriate pace in a straight line. | <ul style="list-style-type: none"> Focus on your teacher or another adult for directions. Be a kind friend to others. Take turns in quiet conversations. | <ul style="list-style-type: none"> Focus on your teacher or another adult for directions. When with your class, walk at an appropriate pace in a straight line. | <ul style="list-style-type: none"> When crossing the street, wait for a hand signal from the bus driver. Focus on the instructions from your bus driver. |

Media Center Policies and Procedures

The media center will promote the intellectual, cultural, social, physical, and ethical development of students. Our goal is to enrich and support all aspects of curriculum, and to provide services to students, staff, and the Havelock community.

The media center will operate on a flexible schedule for book checkouts. Students in grades 3-5 will be allowed to have open access to the materials in the media center during all school hours. They may check out two items under their student number. Students in grades K-2 will have scheduled visits to the media center. They may check out one item under their student number.

The teacher and Media Coordinator, Mrs. Bamford, will work collaboratively to develop activities to enrich what is being taught in the classroom. Students are expected to exhibit responsible behavior in the media center.

All students at Havelock Elementary will have access to media center materials. Students and their parents or guardians are responsible for the proper care of circulated materials, as well as, for any materials that are damaged or lost. Check-out privileges may be suspended until overdue materials are returned and/or paid for.

Technology

Havelock Elementary School believes in the use of technology to better serve its students and the community. We encourage you to visit our website for a variety of local school information. We also ask that you refer to the Craven County Acceptable Use Policy regarding the use of technology in our schools. Please feel free to contact your child's teacher or any other member of our staff by email. (firstname.lastname@cravenk12.org)

Help Us Grow (HUG) Volunteer Program

Volunteers provide an invaluable service to our students and our school. Opportunities available include working in the classroom with students, helping prepare items for special projects, working on special projects for school fundraisers, and school beautification. If you would like to volunteer, please contact your child's teacher or our school volunteer coordinator, Valerie Howell, via email at valerie.howell@cravenk12.org or via phone at 252-444-5106.

Field Trips

Parents or guardians are encouraged to attend field trips with their children. These provide a great opportunity for the parent/guardian and child to have a unique experience together. Parents or guardians also serve as chaperones for students who do not have a parent attending. All parents or guardians wishing to attend field trips will need to complete the process to become a volunteer including a background check. Parents or guardians will be asked to drive their own vehicles on most field trips. However, we do have some field trips in which we rent charter buses and parents/chaperones will be expected to ride the bus with the group.

Field trips are for students enrolled in a particular grade at HES. While we appreciate your willingness to volunteer to attend and/or chaperone a field trip, children that are not enrolled in the grade level attending the field trip should not attend the field trip.

All parents or guardians attending a field trip with HES should sign in at the front office to obtain a volunteer pass from the computer.

Chaperone responsibilities:

- In charge of a small group and your most important duty is to keep your students with you at all times during the field trip.
- Please help students follow safety rules at the field trip location. Students are expected to behave just as they would at school. If students do not follow the rules, please inform the teacher as soon as possible.
- Assist in maintaining order at the field trip sites.
- Help students with field trip activities.
- Chaperones should eat lunch with their group. Children should not leave the lunch area unless dismissed. All trash should be disposed of properly.
- Please dress in accordance with the school policy.

Chaperones must not:

- Use tobacco products during the field trip.
- Bring other children or siblings on the field trip.
- Purchase gifts or treats for their group.

Fire Drill Procedures

Fire drills are held to prepare all students and teachers to leave the building as quickly as possible should any emergency situation arise. **ABSOLUTE SILENCE** is to be maintained at all times when leaving or entering the building to prevent confusion. Teachers will guide the students out of the building to a safe location. Students should be aware of where the exit routes are in their classrooms. A fire drill will be signaled by the fire alarm and/or an announcement on the intercom. Students and staff should:

- Leave the room in a single file line. Move rapidly and quietly as several classes may use the same exit
- All classes should assemble at least sixty yards away from the building (if space allows)
- After moving a safe distance away from the building, stand in a single file line facing away from the building
- You will be signaled when it is safe to return to the building. At that time, you should enter orderly and quietly

Lockdown Drill Procedures

During a lockdown drill, students should follow the instructions given by their teachers. In most scenarios, students should shelter in place and find a location in the classroom that is not visible from the outside.

Tornado Drill Procedures

Tornado drills are held to prepare all students and teachers in the event there is a danger of a tornado within close proximity of the school. **ABSOLUTE SILENCE** is to be maintained at all times to prevent confusion. Teachers will guide students to the designated areas. Continuous, quick, short rings of the bell will signal a tornado drill. Students and staff should:

- Leave the room in a single file line. Move rapidly and quietly as several classes may be assigned to the same area.
- Once at the designated area, students will face the nearest wall, kneel & bend over or sit on their bottoms with their back against the wall, and fold their hands over their heads.
- Students should be aware of the tornado-safe areas for each of their classrooms.

Title I

Havelock Elementary School is a Title I school. This means our school receives funds from the federal government to help students in both remediation and acceleration of learning. Title I money provides both extra teachers to work with children and additional funds to purchase materials, supplies, and training opportunities for staff and parents or guardians.

Parent/Guardian Resource Center

The HES Parent Resource Center is available for parents or guardians to access academic resources, parenting information and technology. Materials are available to all parents or guardians for use and checkout. Support staff will be glad to help with the checkout process and finding appropriate resources. Please feel free to stop in and browse the HES Parent Resource Center. New materials are frequently added.

Impact Aid / Federal Cards

During the month of October, a Pupil-Parent Survey Card will be sent home with each student. The Craven County School System is eligible to receive funds granted by the Federal government under Public Laws 815 and 874. To qualify for these funds, it is necessary that each family complete, sign, and return this form for each student enrolled in school.



2023-2024 Traditional Academic Calendar

Adopted 2/14/2023

July 2023

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| | | | | | | 1 |
| 2 | 3 | H | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

August 2023

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | OW | OW | OW | NO | 18 |
| 20 | RW | RW | RW | RW | RW | 26 |
| 27 | * | 28 | 29 | 30 | 31 | |

September 2023

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| | | | | | 1 | 2 |
| 3 | H | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | P | 29 |
| | | | | | | RW |

October 2023

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | OW | 23 | 24 | 25 | 26 | R |
| 29 | 30 | 31 | | | | |

November 2023

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | H |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | P | 21 | V | 22 | H |
| 26 | 27 | 28 | 29 | 30 | | |

December 2023

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-------|------|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | Q. 20 | EX | 21 | EX |
| | EX | EX | EX/ER | V | V | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | H | H | H | V | V | |

January 2024

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | H | 8 | OW | OW | OW | OW |
| 14 | RW | 15 | 16 | 17 | 18 | R |
| 21 | H | 22 | 23 | 24 | 25 | 26 |
| 28 | 29 | 30 | 31 | | | |

February 2024

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | P | 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 | | |

March 2024

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | R | | | H | |

April 2024

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| | V | 1 | 2 | 3 | 4 | 5 |
| 7 | V | 8 | 9 | 10 | 11 | 12 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

May 2024

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-----|------|-----|-----|
| | | | P | 1 | 2 | 3 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

June 2024

| SUN | MON | TUE | WED | THUR | FRI | SAT |
|-----|-----|-----|-------|------|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | * 5 | 6 | G | 7 |
| 9 | EX | EX | EX/ER | RW | RW | 15 |
| 16 | OW | OW | 11 | 12 | 13 | 14 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

- H – Holiday
- V – Vacation Day
- OW – Optional Teacher Workday
- RW – Required Teacher Workday
- NO - No School for Staff or Students
- ER – Early Releases for Students
- EX – High School Exams

- * First/Last Day of School
 - G Graduation - June 7 at 8:30 am
 - P Progress Reports
 - Q End of Quarter
 - R Report Cards
- (Workdays may be used for inclement weather make-up.)

High School Final Exams:
 1st Semester: December 14-20, 2023
 2nd Semester: May 30 - June 5, 2024
 Last Day of 1st Semester: Dec. 20, 2023